

FAUQUIER COUNTY AIRPORT COMMITTEE

MEETING SUMMARY

REGULAR MEETING

Monday, October 25, 2004 – 5:30 p.m.
Warrenton-Fauquier Airport Conference Room

1. Call to Order:

The Chairman called the meeting of the Fauquier County Airport Committee to order at 5:33 p.m. on 25 October 2004 in the Warrenton-Fauquier Airport Conference Room, Midland, Virginia. In attendance were:

Committee (Voting) Members:

James W. Van Luven
Willis P. Risdon
Raymond E. Graham

Center District Representative
Citizen at Large
Fauquier County Board of Supervisors
Cedar Run District
Scott District Representative
Citizen at Large
Marshall District Representative
Airport Tenant/Owner

Charles M. Medvitz
Dennis Hunsberger
Arthur Nash
Bob Newman

County Staff:

Tony Hooper
Chrissy Kirby
Billy Jenkins
Michael Anderson

Deputy County Administrator
Executive Assistant, County Administration
Operations and Support Services
Airport Manager

Staff:

Ron Gatewood
Michael C. DuBeau

Midland Development Corporation
Campbell and Paris Engineers

Absent:

Sparky Lewis
Rick Gerhardt

Town of Warrenton
Cedar Run District Representative

Visitors:

David Fields
Richard Dykes
Juan Alfonso
Stephen Roszel, Sr.
Stephen Roszel, Jr.
Ross Dillman

Owner/Operator
Owner/Operator
Warrenton-Fauquier Flight Center
Essar Aviation
Essar Aviation
Essar Aviation

2. Adoption of the Agenda:

Chuck Medvitz moved and Willis Risdon seconded a motion to adopt the October 25, 2004 meeting agenda, with one additional discussion item, "Membership Review." The motion carried unanimously.

3. Citizens' Time:

No one spoke.

4. Adoption of the Minutes:

Willis Risdon moved and Chuck Medvitz seconded a motion to adopt the September 27, 2004 meeting minutes. The motion carried unanimously.

5. Update – Airport Manager:

Mike Anderson reported that one additional person has been added to the hangar wait list, bringing the total number to eleven on the current list.

Mr. Anderson stated that the new roof has been installed on the office hangar building.

Mr. Anderson provided an update on the installation of the sewage treatment facility at the Airport. At this time, the project is 90% completed. Jim Van Loven questioned when the project is expected to reach 100%. Mr. Anderson replied that all of the underground work has been completed and weather should not hinder the final work to be done.

6. Update – FBO:

Ron Gatewood, Tracy Corporation, indicated that he was committed to making a smooth transition in the change in FBO services at the Airport. Mr. Gatewood plans to meet with Essar Aviation on October 26, 2004 to discuss details regarding the transition period.

7. Update – Campbell and Paris Engineers:

Mike DuBeau, Campbell and Paris Engineers, indicated that only punchlist items remain in the completion of Phase I of the Runway Construction project. Mr. DuBeau stated that Phase IIB construction has begun and the expected completion date is November 26, 2004. By the end of the week of October 25, 2004, the asphalt work over the new portion of runway should be completed. Mr. DuBeau stated that, weather permitting; the new runway should be open before Christmas 2004. Mr. DuBeau further stated that there may be some additional, but minor, items to be addressed in spring 2005. Willis Risdon questioned the use of a sod strip adjoining the runway. Mr. DuBeau will check into this possibility and report back to the Committee.

Mr. DuBeau indicated that a meeting with General Excavation Incorporated is scheduled for October 26, 2004 to discuss the possibility of reducing the scope of work and construction costs for the third t-hangar.

8. Update – Tony Hooper:

Tony Hooper reported that Virginia Department of Aviation funding has been approved for the construction of the 3rd T-hangar. Mr. Hooper stated that in accordance with the land lease agreement with Midland Development Corporation, the 20% local cash match for the construction of the 3rd T-hangar will be provided by MDC. Mr. Hooper indicated that negotiations continue with General Excavation, Inc. to lower costs of the construction. It has been decided that the trench drain will not be installed during the construction of the 3rd T-hangar; however, as part of the construction of the 4th T-hangar the trench will be installed. Mr. Hooper stated that MDC will provide 10% of the costs of the installation of the trench drain.

Mr. Hooper reported that proposals for FBO services at the Airport have been received and reviewed by the Airport FBO Subcommittee. Negotiations are continuing between Essar Aviation and Fauquier County regarding the details of the FBO lease agreement. Mr. Hooper stated that Essar Aviation has committed to install Jet A Fuel Facility and self-service fuel facility. The land lease agreement will include the construction of future maintenance facility and 4th T-hangar. The proposed FBO agreement will be forwarded to the Fauquier County Board of Supervisors in November 2004 for consideration.

Mr. Hooper introduced the co-owners of Essar Aviation: Mr. Stephen Roszel, Sr., Mr. Stephen Roszel, Jr. and Ross Dillman.

Mr. Roszel, Sr. indicated that he appreciated the opportunity to provide FBO services at the Warrenton-Fauquier Airport.

Mr. Roszel, Jr. stated he appreciated the consideration from Airport Committee members who were involved in the review and negotiation process of the FBO contract. Mr. Roszel, Jr. thanked the Committee for their consideration.

Mr. Dillman extended his appreciation to the Committee for their consideration of their proposal. Mr. Dillman further stated that he will be attending all Airport Committee meetings in the future.

Mr. Hooper, Mr. Anderson, Mr. Medvitz, Mr. Risdon and Mr. Van Luven were members of the Airport FBO Subcommittee and now formally recommend that the contract for FBO services be awarded to Essar Aviation.

Mr. Medvitz moved and Mr. Risdon seconded the motion to forward the Essar Aviation, FBO Lease Agreement to the Fauquier County Board of Supervisors for consideration and approval. The motion carried unanimously.

Mr. Hooper reported that the FBO lease agreement is a five (5) year agreement with the possibility of an additional five (5) year renewal. Mr. Hunsberger asked about the upcoming transition between MDC and Essar Aviation. Mr. Hooper indicated that effective January 1, 2005, the contract will be awarded to Essar Aviation and there will be a cooperative effort between MDC and Essar to have a smooth transitional period.

Mr. Hooper stated that at the next Airport Committee meeting, the Committee should consider any requests for additional services at the Airport. Mr. Hooper indicated that the Committee needs to provide approval for any additional business operations at the Airport.

Mr. Van Luven requested that a fact sheet for construction activities be prepared and forwarded to the Board of Supervisors.

Mr. Van Luven asked about the status of the Airport Agricultural RFP. Mr. Anderson stated he was in the process of completing final details for the RFP.

Mr. Graham requested a financial update. Mr. Hooper stated that the Finance Department has not yet completed the close out for FY04; however, reports should be available at the next Airport Committee meeting.

Mr. Graham indicated he wished to have an update regarding the Virginia Department of Transportation's plan for Route 610. Mr. Graham requested that this item be added to the next Airport Committee meeting agenda.

9. Membership Review:

Mr. Graham is requesting that the Board of Supervisors refine the current Airport Committee membership. Mr. Medvitz indicated that the current composition was considered when the By-Laws were revised. Mr. Graham requested that the Committee make a recommendation to possibly reduce the size of the current Committee. Mr. Van Luven indicated that it may not be necessary to have each Magisterial District represented. Mr. Medvitz stated that it was important to have each District represented to avoid a "click" vs. a Committee. Mr. Graham questioned whether it was necessary to have both BOS representation and a district representative. Mr. Graham will meet with Paul McCulla, County Attorney, to discuss what is actually needed in the membership of the Airport Committee. Mr. Graham requested that Mr. Hooper review the current Airport Committee By-Laws.

10. Roundtable:

Mr. Medvitz requested, in addition to the FY04 financial reports, that an update of the FY05 Budget be reviewed at the next Airport Committee meeting. Mr. Medvitz wishes the Committee to review the YTD actual expenditures and revenues and projections for FY06, FY07 and FY08.

Mr. Hooper stated that due to the upcoming Holidays that the Committee may wish to consider combining their November and December 2004 meetings. Mr. Graham suggested early December 2004. After brief discussion, the Committee decided that the next meeting date will be Monday, December 6, 2004.

Mr. Van Luven indicated that the Airport Operations Subcommittee should meet prior to the December 6, 2004 Committee meeting.

Mr. Van Luven suggested that the Committee assist in the funding of Midland Development Corporation's annual Holiday Open House.

The next meeting of the Airport Committee will be December 6, 2004 @ 5:30 p.m. in the conference room at the Warrenton-Fauquier Airport.

With no further business Willis Risdon moved and Dennis Hunsberger seconded the motion that the meeting be adjourned at 6:30 p.m.